



K A N S A S

OFFICE OF THE GOVERNOR

KATHLEEN SEBELIUS, GOVERNOR

EXECUTIVE ORDER NO. 03-04

WHEREAS, K.S.A. 75-4608 provides for the Secretary of Administration to "adopt rules and regulations necessary for the efficient and economical operation, maintenance, repair, and replacement of motor vehicles in the central motor pool or any branch thereof and for all other vehicles owned by the state or any state agency"; and

WHEREAS, as a matter of public policy, commuting by state officers and employees in state-owned or state-operated vehicles is prohibited by Kansas administrative regulations, except under certain conditions specified by regulation; and

WHEREAS, the Department of Administration conducted audits of several state agencies related to commuting by state officials and employees in state vehicles, followed by a commuting survey that was sent to all state agencies; and

WHEREAS, the audit and survey revealed considerable variation and inconsistency between state agencies in their interpretation and application of regulations regarding commuting in state vehicles, including a number of instances of commuting that appeared to result in an inefficient use of state resources; and

WHEREAS, based on the results of the audit and survey, it is estimated that state employees drive state vehicles approximately 2.0 million miles per year in commuting between their residence and official workstation, resulting in a cost to state agencies of over \$596,000; and

WHEREAS, commuting in state vehicles is not appropriately considered an employee benefit, but should be strictly limited to those rare instances in which there is a clearly demonstrated, legitimate business need and there is no cost effective alternative, as determined by the Secretary of Administration; and

WHEREAS, a number of other states and governmental units have realized savings after reviewing and limiting commuting by employees in government vehicles;

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby direct the head of each state agency identified below to take the following actions:

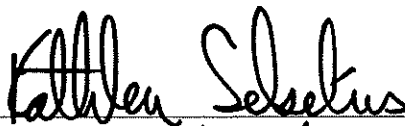
1. The Secretary of Administration shall maximize the efficient and economical operation of all state-owned and state-leased vehicles by amending the applicable Kansas administration regulation governing commuting in a state vehicle to further restrict such travel. The regulation shall prohibit all commuting in state-owned or state-leased vehicles except under limited circumstances identified in the regulation, which may include the following:
 - a. The vehicle is marked as a law enforcement vehicle and is used by an employee certified as a law enforcement officer under the provisions of K.S.A. 74-5601 *et seq.*
 - b. The vehicle is used to commute by an employee who is determined by the secretary of administration to be required to respond to reoccurring public safety emergencies under specified circumstances that make commuting in a state vehicle cost effective.
 - c. The vehicle is assigned to the employee on a trip basis only and driving the vehicle to the employee's residence will not increase the total one-way trip mileage between the official workstation and the destination by more than 10 miles.
 - d. The vehicle is assigned for use in the state vanpool program under K.S.A. 75-46a02 *et seq.*
 - e. The vehicle is used to transport the governor or other elected official when the superintendent of the Kansas highway patrol determines using the state vehicle is a necessary security measure.
2. Effective April 1, 2003 and continuing until amendment of the Kansas administrative regulation governing commuting, the head of each executive branch state agency under the jurisdiction of the Governor shall maximize the efficient and economical operation of state-owned and state-leased vehicles by prohibiting commuting in state vehicles by employees of that agency except under the circumstances identified in paragraph 1 above.

This document shall be filed with Secretary of State as Executive Order No. 03-04 and shall become effective immediately.

THE GOVERNOR'S OFFICE

BY THE GOVERNOR

DATED



02/06/03



SECRETARY OF STATE



ASSISTANT SECRETARY OF STATE

